

~~SECRET~~

10011, subject

DD/A REGISTRY

FILE: 100-15

DDA 85-0060/40  
11 October 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 11 October 1985

## 1. Progress reports on tasks assigned by the DCI/DDCI:

None.

## 2. Items/events of interest:

a. On 4 October, the Office of Personnel (OP) provided job interviews for ten Princeton University undergraduates and ten graduate students from the Woodrow Wilson School of Public and International Affairs. As a follow-on to the briefings by the Directors of Personnel and National Photographic Interpretation Center (NPIC) and representatives from the Directorate of Administration (DA), Directorate of Intelligence (DI) and the Directorate of Operations (DO), over 50 students attended the presentations in two sessions. PATB tests have been scheduled for the ten undergrads and three of the graduate students. Additionally, three other grad students interviewed who had begun processing in 1984 and stopped because of admission to graduate school; they will be reactivated.

c. The Black Affairs Program Manager recruited at Johnson C. Smith University in Charlotte, North Carolina, and North Carolina State University in Raleigh. At Johnson C. Smith, CIA career opportunity presentations to six classes were given in the Political Science and Business Administration

All Portions SECRET

~~SECRET~~

Departments. Interviews were conducted with 11 graduating seniors; eight of those were given PHS packets and PATB dates. On the campus of N.C. State University, the Agency participated in the University's Minority Career Fair. The Career Fair was very well attended; 83 students visited the Agency's table. Seven of the ten seniors interviewed were given PHS packets and PATB test dates.

d. The DDA EEO Officer attended a Career/Job Fair at South Carolina State University, Orangeburg, South Carolina. Approximately 45 organizations participated in this two-day event. The Agency booth was visited by 150 students for general information concerning our recruitment needs. Fifteen PHS packets were distributed to graduating seniors. The areas most interviewed were in Computer Science, Accounting, Mathematics and Engineering Technology.

e. The DDI EEO Officer, the DDA EEO Assistant, and the Black Affairs Program Assistant attended a Career Fair at Howard University in Washington, D.C. Eighty students visited the Agency booth, where resume forms (444a) and ten PHS packets were distributed. Test dates are being arranged for the ten PHS packet recipients.

f. It has been three and one-half months since the EAA started the Video Tape Rental Club and in that time it has proven to be quite a success. New stocks of film featuring current box office hits are added each month to supplement the other outstanding movies which are available. The vender, Bohr, Inc., has advised that in the short period we have rented movies, the EAA volume has surpassed, in monthly gross income, the video services sponsored by the two largest government employee recreation associations in the D.C. metropolitan area.

g. The Office of Information Technology (OIT) personnel worked around the clock from Wednesday, October 2, to Sunday, October 6, to complete the General Accounting System month-end and year-end reports on schedule.

25X1

S E C R E T

25X1

j. The first Office of Communications Secretarial Conference was held on 3 and 4 October 1985 at the Xerox International Center for Training and Management Development in Leesburg, Virginia. Thirty-two secretaries from the Office of Communications (OC) and one Office of Logistics' (OL) secretary attended. Representatives from the Offices of Personnel, Medical Services, Training and Education, OL Training and the DCI Secretarial/Clerical Management Advisory Group, as well as OC senior management, were guest speakers. The conference was deemed a complete success based upon the critiques received and word-of-mouth feedback.

25X1

S E C R E T

p. The Executive Development Program Seminar on "Automation and the CIA Executive" was held on the afternoons of 1, 2, and 3 October. Twenty-six SIS officers participated in the three panel sessions. The Private Sector Panel was composed of executives from the Times Journal Company, Marriott Corporation, John Hancock Insurance, and GTE Telenet. The Public Sector Panel had executives from the Naval Air Systems Command, Army Research Institute, U.S. Postal Service, and the World Bank. The final panel session was composed of CIA executives with William Donnelly, Director of Information Technology, as moderator. Both the participants and panel members were unanimous in their appreciation of the opportunity to share experiences on automation in large organizations.

25X1

s. On 2 October, representatives from the Office of Information Services (OIS) and the DO began the first phase of the Agency's Historical Review Program (HRP). This involves searching the list of records of the Strategic Services Unit and the Central Intelligence Group dated 1946 and 1947. After the files have been identified, an assessment of the material will begin. During this latter phase a preliminary determination will be made as to historical value and declassification possibility.

t. The current Privacy Act and Freedom of Information Act backlog is: initial requests 1951 and requests in administrative appeal 185.

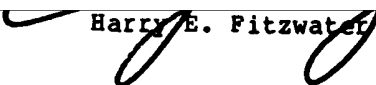
25X1

S E C R E T

v. On 7 October, Mr. Harold Vogel, sculptor of the marble dedication plaque for the New Headquarters Building, was accompanied to the construction site ceremony area by New Building Project Office (NBPO) and Headquarters Operations, Maintenance and Engineering Division (HOME), OL, personnel to plan for handling and mounting the plaque. He foresaw no major problems for plans on making delivery and mounting the plaque on 30 October. Additionally, NBPO and HOME personnel are among Agency representatives planning for the Vice-President's visit to Headquarters for the New Headquarters Building dedication ceremony scheduled for 1 November.

w. Mr. Sal Bellomo, of Bellomo-McGee, Inc. (BMI), delivered the third and final report on 8 October of the traffic and parking management plan for CIA Headquarters. The report, which is very comprehensive and informative, addresses such major issues as Headquarters Building compound parking requirements and vehicular traffic and circulation. The report includes recommendations to specific problem areas identified. Considerable time has been spent by OL personnel making recommendations and lending assistance to BMI in preparation for a briefing to senior OL management by the contractor.

25X1



Harry E. Fitzwater

**Page Denied**